

## Gifts/Donations Guidance

Gifts/Donations must comply with Board Policy No. 1340. The Board must approve Gifts/Donations with a value of  $\geq$  \$200.00. For Gifts/Donations with a value  $\geq$  \$200.00, staff should work with building Administrators to complete and submit a Board Report and a Donation Agreement to Da. These forms are available on the [Business Services Employee Resources](#) webpage.

Whenever Gifts/Donations are entered in InTouch, there are required data fields that capture the donor's name/organization, the donation purpose and whether or not donation forms are required.

Gifts/Donations are received without consideration. Thus, if you must give something to get something, this isn't a gift/donation.

However, once accepted, we must understand and adhere to any donor intent or stipulations attached to the gifts/donations.